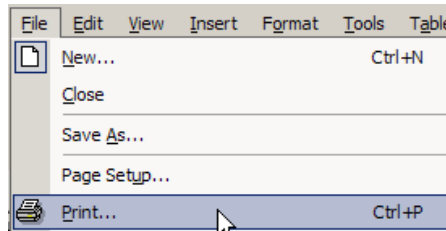


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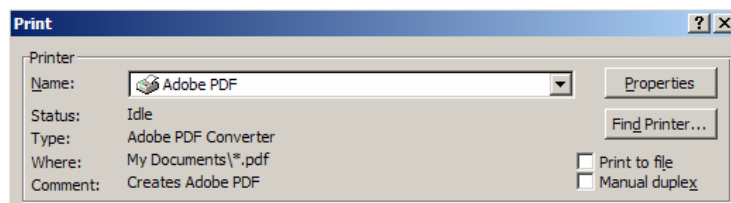
Creating a PDF from Microsoft® Word or WordPerfect®

Use these instructions after you are finished editing a document in Microsoft® Word or WordPerfect® and if you have Adobe® Acrobat installed.

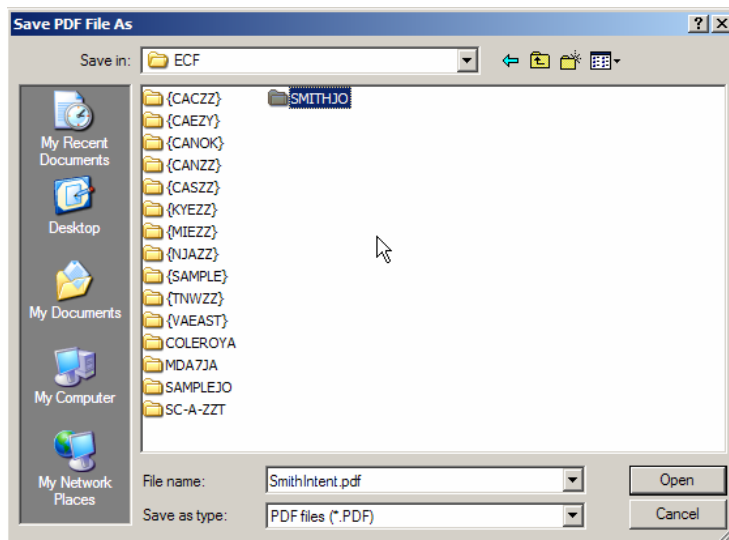
1. With the document open in your word processor, select File/Print from the drop-down menu in the top-left corner.



2. From the Print Screen, select Acrobat Distiller, Acrobat PDF Writer, or Adobe PDF from the “Name:” drop-down menu at the top of the window and click **OK**.



3. The “Save PDF File As” window will open. Here you will select where you want to save the PDF.



4. In the “Save in:” drop-down menu, select Local Disk (C:).
5. You will see a list of folders. Double-click on the “ECF” folder, then double-click on the folder that corresponds to your clients’ name (SMITHJO, above).
6. In the “File name:” entry screen towards the bottom of the window, enter a name for the PDF. For example, if you have been editing the Statement of Intention for your client Joseph Smith, you might name the file “Smith Intention,” as pictured above.
7. Click the **Save** button in the lower right-hand corner.
8. Best Case Bankruptcy creates the PDF, and opens the document in Adobe®, where you can view the PDF to see if it was created properly. The PDF is saved in your client’s ECF Manager, so you can review it easily in the future. That’s it!